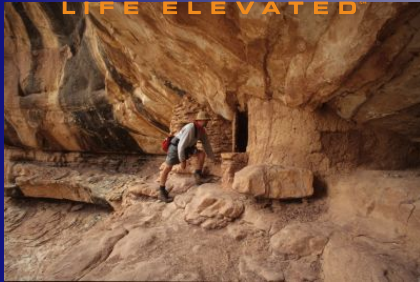




Department of Human Resource Management

Worklife Elevated

State of Utah Employee Newsletter



Where is this picture? See page 8.

INSIDE THIS ISSUE:

Agency Highlight
Department of
Administrative Services

**Executive Director's
Message**
Kim Hood, DAS

Employee Spotlight
Marvin Dodge, DAS

**Utah Saves—Teaching the
Art of Saving**

Utah Work/Life Award

**Honoring Excellence—
Manager of the Year &
Employee of the Year**

Earned Income Tax Credit

**Protecting Yourself from
Identity Theft**

**The Governor's WorkWell
Challenge**

**Funeral/Bereavement
Leave**

Tips/Hints/Etc.
- Spring CPM Program
- Capitol Hill Parking

**DHRM Contact
Information**

EXECUTIVE DIRECTOR'S MESSAGE Kimberly K. Hood, DAS

Why choose a career in state government? Is the popular reason that it provides a stable job and a full benefit package? Or is it the opportunity to serve the public by shaping a new and efficient government that is accountable to taxpayers and transparent in its actions? Whether or not your interest is in improving our quality of life, education, environment, governance, infrastructure, or economic development, all of us together are motivated, and empowered, to help in a positive way.

No matter what the issue, one very important way to help is to safeguard taxpayer money. We all agree that it is the right thing to do. As government employees, we owe it to ourselves and to those we serve to be accountable in our work, transparent in our actions, and efficient in our processes. These expressions resonate through discussions in management meetings, in the legislature, and in the governor's office. The question becomes how to do so? One solution can be a bottom up approach that starts with the individual employee.

In the State of the State Address, the governor challenged age-old assumptions on why we do things the way that we do. He opened the door for us to re-evaluate and debate these assumptions with a sense of creativity and without fear of the unknown. As state employees, we can easily take a look at our daily functions and ask questions like: Is the value of this



Kim Hood, Dept. of Administrative Services

function worth the time and cost that it takes to perform? Can this function be more effective and efficiently performed? Are there other employees, either in your division or in other departments, doing the same function? Answers to these questions can lead to new opportunities to improve government.

The Department of Administrative Services is the agency that provides services and products to other state agencies. Our mission is to deliver them at competitive costs with excellent customer service. By providing state-wide financial systems, purchasing contracts, fleet operations, general services, debt collections, building construction and maintenance, as well as other services, we consider ourselves to be the engine that runs state government. We fulfill our mission, in part, by using the Balanced Score Card, a key management tool for accountability. Individual work processes are made transparent and are evaluated to

(Continued on page 2)



Executive Director's Message, cont.

(Continued from page 1)

eliminate duplication and to look for efficiencies. Our score card focuses on our mission, watches the bottom line, helps eliminate duplication, and improves efficiency.

As a service provider to other agencies, we are in a unique position to share our efforts with others. Two important examples are our fleet and energy efficiency initiatives; both provide easy opportunities for everyone to be involved.

Did you know that most energy is wasted due to water leaks, lights and

computers that are left on, heating and cooling equipment that run after hours, improper temperature settings, and the use of personal heaters? Combining awareness with an action plan for increasing energy efficiency can provide employees with a lighted path to participate in the greater good.

Are there meetings that can be just as effective using web conference technologies or other teleconference options? Cutting down on the miles driven in a state vehicle is an easy way to save energy and taxpayer money. Also, choosing the right sized

car, such as a compact sedan, carpooling with other employees, and watching idle times are big improvements that everyone can do. For more information on other energy saving tips please go to

<http://energy.utah.gov>

Please join our brilliant team and start today by doing your part in creating a new and more efficient government. Working together we can make a difference to improve our public service, our communities, and the state that we love.

Employee Highlight — Marvin L. Dodge



Marvin Dodge joins the Department of Administrative Services as the new Deputy Director. He has worked with the Commission on Criminal and Juvenile Justice, the Governor's Office of Planning and Budget, and the Department of Workforce Services. Victoria Schoenfeld, PIO, recently interviewed Marvin.

Did you intend to work in state government originally?

While I can't say I envisioned a career in government growing up, it is the natural result of my intense interest in politics and government. As a young man I clearly remember my "introduction" to politics when Jimmy Carter ran against Gerald Ford for the presidency in 1975. I have been a student of politics and government ever since. I also enjoyed watching my father in his service as a village trustee (similar to city council member) and later as chairman of the village trustees (similar to Mayor) in my hometown of North Bennington, Vermont. After arriving at BYU, I began pursuing an accounting degree, however, somewhere along the way I switched my focus to politics, earning a Bachelor in Political Science, and later, a Masters in Public Administration. While looking toward a career in city management, I was hired by the Leavitt administration and the rest is history. Politics is a great

spectator sport, and I love to watch the process from the inside as well as from the outside.

What is the most surprising thing you have learned about being a state employee?

Over the years, I've been very impressed at the number of extremely dedicated and hard working professionals with whom I've had the privilege to work. Many have been mentors to me and I count them as some of my greatest heroes. There are many state employees who are passionate about the service they provide to the citizens of this great state. Despite many jokes about "government workers" those I've worked with are anything but the subject of those jokes. It continues to amaze me how many incredible people have dedicated themselves to a humble career in public service.

(Continued on page 6)



Utah Saves — Teaching the Art of Saving

By Liz Lampe

Like most Americans, Barbara Johnson never thought of herself as someone who could save. "I never thought I could afford a big ticket item," she said. "I just never thought of saving before." Now she's purchased a house, created an emergency fund, paid down her debts, and started putting money in a 401(k) plan. She says the motivation and strategies she gained from Utah Saves gave her "the empowerment of knowing I could save."

According to statistics provided by Utah Saves, the national savings rate has fallen below 0%. For the first time since the Great Depression, half of all those nearing retirement have less than \$10,000 in a 401(k) type retirement plan, and Americans are up to the wazoos in debt. Utah Saves, part of America Saves, is working to change mindsets. In a society where

one is bombarded daily by messages to *spend* money, it is refreshing to know that one entity exists to encourage us to *save* money. Utah Saves is a statewide coalition of nonprofit, corporate, and government groups (part of America Saves). It is an outreach program created for the purpose of helping individuals and families get out of debt, save, and build wealth. The website, www.utahsaves.org, is packed with information and links to resources on a variety of financial topics.

There has been recent promotional activity in the local community to raise awareness during **Utah Saves Week, Feb. 25th - Mar. 4th**. Utah Saves banners were raised in the downtown vicinity of Salt Lake City. Radio spots, TV ads, and articles in the newspaper promoted special presentations around the city. The workshops that have been offered cover various financial issues: money in marriage, budgeting,

college tuition planning, and credit report management. The nice thing is that if you were unable to catch the workshops during Utah Saves Week, there will soon be other opportunities to learn about such topics at your agency site. The complete list of presentation topics offered by Utah Saves is quite expansive.

Throughout state agencies, designated Utah Saves coordinators are available to set up financial workshops for employees. Listed below are the coordinators by agency. If you would like a specific topic to be presented at your agency, contact your Utah Saves coordinator. They will be glad to set up presentations at individual agency sites.



Utah Saves Coordinators by Agency

Sharon Conrad	Attorney General's Office	366-0232
Pia Gonzalez	Dept. of Commerce	530-6954
Judith Henley	Dept. of Corrections	545-5517
Barbara Smith	Dept. of Education	538-7653
Kaye Crawford	Dept. of Environmental Quality	536-4415
Michael Jones	Financial Institutions	538-8836
Trish Anderson	Dept. of Health	538-9119
Liz Lampe	Capitol Hill	537-9203
Nicole Christiansen	Dept. of Human Services	538-4537
Cathy Howick	Dept. of Insurance	538-3817
Judy Hamaker-Mann	Dept. of Public Safety	538-3367
Betty Barela	Dept. of Natural Resources	528-7201
Tami Hart	Tax Commission	297-3844
Laurie Hytry	Dept. of Technology Services	537-9104
Laurie Howard	Dept. of Transportation	965-4019
Diane Nielson	Dept. of Workforce Services	526-9210
Karen Harris	DABC, DCC, PSC, CPB, CSRB, BOP, Agriculture, Commerce, National Guard, Trust Lands, Treasurer	538-7118



Utah Work/Life Award Honors Utah's Best Places to Work

By Lynette Rasmussen

What makes a great place to work? The Department of Workforce Services knows. For the ninth consecutive year, DWS will recognize and honor companies that are creating exceptional workplaces and businesses by effectively addressing employee work/life needs. The companies that compete for this honor may vary in size, industry and geographic region, but they all share important qualities. These companies address employee needs and align those needs with business strategies.

Whether a company is small or large, for-profit or non-profit, has vast resources available or relies on a few dedicated employees to get the job done, this award honors the workplaces that listen to employees and strive to create and maintain a

culture of equity and opportunity. The award showcases best practices and promotes their implementation in the business community.

As competition for the award has increased over the past eight years, and the applicant pool has expanded, the creativity and ingenuity of businesses and business leaders has also grown. Businesses have learned the wisdom of incorporating work/life initiatives into their corporate culture and everyday operations, as they reap the benefits of improved productivity, commitment, retention, recruitment and morale, along with declines in absenteeism, turnover, health care and training costs. The best practices learned and shared through the award process have a positive impact on Utah's economy, businesses, communities, families and quality of

life.

Like last year, the awards will be presented to companies in three categories based on size: micro, medium and large businesses. "Micro" businesses are companies with fewer than 50 employees, "medium" businesses have 50 to 500 employees, and "large" companies have more than 500 people. As the original award recognizing "Utah's Best Places to Work," the Work/Life Award has the most thorough and rigorous nomination screening process, and the competition is fierce.

For a list of the 2007 winners, please visit jobs.utah.gov/occ/foremployers. The winners will be honored at the Work/Life Awards Celebration in April. For additional information, please call the Work/Life Award Team at (801) 526-4321.

Honoring a Commitment to Excellence

By Jamie Nagle

Do you know a Manager or Employee who consistently goes above and beyond in their commitment and service to the State of Utah? A Manager or Employee who is constantly raising the bar for excellence, integrity and quality customer service? You now have the opportunity to spotlight and reward that employee. Every year the State honors one Manager and one Employee for their outstanding commitment to their employer and the citizens of Utah. The recipients of

Manager and Employee of the Year awards are honored at a ceremony with Governor Huntsman.

Nominations for the 2007 State Manager and Employee of the year are being accepted through March 31, 2007. Nominees can be any manager from executive director to supervisor or any benefit-eligible employee of the State of Utah, who has successfully completed his/her probation period of employment. Nominations can be made by any State of Utah employee or citizen. Criteria and guidelines for nominations can be found on the DHRM web page

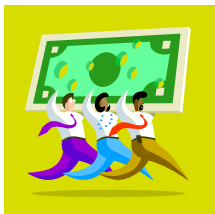
at www.dhrm.utah.gov. Questions should be directed to Jamie Nagle at 538-3377 or jnagle@utah.gov for Employee of the Year, and to Sherry Saracino at 538-3825 or ssaracino@utah.gov for Manager of the Year.





Earned Income Tax Credit (EITC)

By David Salazar



Would you pass up an offer of up to \$4,400 payable to you simply because you work?

It's probably a safe bet that most state employees know little about a House Joint Resolution (HJR) backing such a thing as that! HJR 23, "Resolution Supporting Working Families Economic Development Initiative", passed during the state legislature's 2006 General Session and is intended to promote increased utilization of the federal Earned Income Tax Credit and Volunteer Income Tax Assistance programs amongst Utah's working families - that, of course, includes each of you! Eligibility for the EITC is based upon total annual earnings and is available to both

individuals with or without children.

Chief sponsor of this joint resolution, Rep. Tim Cosgrove (Murray), states that HJR 23 has the potential to bring between \$57 and \$84 million to over 40,000 of Utah's working individuals and families. In the last quarter of 2006, a report showed that approximately 48% of state employees had an annual salary below the \$35,263 cut-off to be eligible for the EITC in the 2005 tax year. The income limit for 2006 has been set at about \$39,000. **WE WANT TO SEE YOU GET A PIECE OF THAT MULTI-MILLION DOLLAR PIE!**

The tax credit isn't just good for Utah's families. A recent study by Bonneville Research shows that claiming the Earned Income Tax Credit is a very cost effective economic development strategy as each increase of 10,000 people claiming the

EITC produces \$17 million in direct payments to individuals and families and generates another \$63 million in state and local economic activity.

IT'S NOT TOO LATE to receive the Earned Income Tax Credit this year! Tax season is in full swing and state employees everywhere are encouraged to inquire about the EITC with their tax preparer or through any of the local VITA sites located throughout the state where individuals and families can receive *free* tax preparation help.

For more information about the EITC or Volunteer Income Tax Assistance (VITA) programs, dial 2-1-1 or visit www.utahsaves.org on the web.

Protect Yourself From Identity Theft

By John Freeman

Just a few years ago, victims of theft most often lost physical items of value such as stereos, jewelry, etc. Criminals were having to sell or pawn stolen items at a substantially lower value than what the merchandise was worth and there was a high risk of being caught.

Now a much more lucrative and devastating crime, identity theft, is claiming thousands of innocent victims each year in our State. Identity theft is at epidemic levels. One thing remains constant: criminals are opportunists and will take advantage of those who make it easy for them to prey on the unprepared. Thieves are able to cash in at 100% of value when they steal



credit cards or charge on other accounts using the victim's name and other personal information. The victim's credit scores are tarnished and countless frustrating hours are spent trying to correct the harm done and rectify with various organizations and business. However, the worst effect by far is the sense of personal violation that comes when someone steals an

identity. There is always the uncertainty that misuse of the victim's identity many continue on for years.

Here are a few tips to help you avoid becoming a victim of identity theft:

- Shred important and personal documents you wish to discard. Credit card and other mailed offers which are not acted upon should also be shredded.
- Use a secure mailbox or mail drop box on any outgoing mail.
- Use extreme caution when buying or conducting business on-line. Research the organizations you are conducting business with. Ask

(Continued on page 7)



Employee Highlight, cont.

(Continued from page 2)

You have vast knowledge of State government and many of its departments. What have you learned through these experiences?

While attending national conferences with colleagues from states across the country, I've been impressed by Utah's outstanding reputation. We are viewed by many as being well managed, fiscally conservative, and having a history of high standards and progressive initiatives. Utah really is unique and highly respected; this is an accomplishment we should all be proud of.

What do you anticipate as some of the major challenges as you begin your Deputy Directorship of the Department of Administrative Services?

I don't anticipate major challenges since I know DAS is a very well run department that is respected across the state for providing quality services. However, as with many other departments, employee wages are a major concern and turnover rates are rising as employees increasingly feel their only option for a salary increase is to change jobs. In addition, succession planning is growing more critical as an increasing number of baby boomers approach retirement. In order to ensure that state government

continues to meet the needs of its citizens, we must prepare those who will take our places in the coming years. I look forward to renewing old acquaintances, making new friends, and being part of the DAS team.

What advice do you give others about choosing public service as a career?

I am convinced that a career in public service is one of the most rewarding career choices possible. Government employment is all about service to others. It is also important to note that without the laws and stability which government brings, our state and country would be in chaos like so many nations around the world. Without the rule of law that comes from a government, "of the people and by the people," many of life's daily transactions would not be possible. However, I must also add that individuals should not choose a public service career for the love of money, since we don't have much. Public service is more about the enjoyment of service to neighbors, friends and communities.

What are some of the major changes you have seen in state government over the years?

I've seen changes in leadership while working directly with three different governors. Each has had a unique style of governance and has

brought a philosophy and belief system that guided their everyday work and efforts. I was in the governor's budget office during some very rough years with multiple special sessions matched with multiple cuts to agency budgets. In later years, I witnessed some of the largest historical increases in state revenues and surpluses. We should be thankful for the economic engine which is running on all cylinders in Utah. On a lighter side, I remember watching contractors tear down the old "Round House", ending an era at the capitol, I survived the tornado that took out many of the trees on Capitol Hill, and I've seen and experienced too many parking plans to remember them all!

What has been a "defining moment" for you in your career?

Without question I would say one of the defining moments in my career was moving to the Governor's Office of Planning and Budget. GOPB is an incredible place to work, and witnessing the inside perspective of the cogs and gears of state government is like no other experience possible. From working with one of the finest staffs anywhere to being involved in many behind-the-scenes discussions, GOPB provided an education in government operations that could not be duplicated anywhere else.

"Over the years, I've been very impressed at the number of extremely dedicated and hard working professionals with whom I've had the privilege to work. Many have been mentors to me and I count them as some of my greatest heroes. "

"I am convinced that a career in public service is one of the most rewarding career choices possible. ...Public service is more about the enjoyment of service to neighbors, friends and communities."



The Governor's WorkWell Challenge

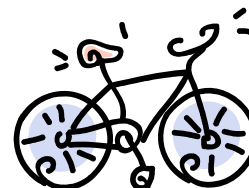


This March, be 100% Fad-Free for National Nutrition Month. Diet fads and gimmicks often lead to food and nutrition confusion. Your challenge for the next 60 days is to nourish your body in a way that is 100% Fad-Free. Here are some tips for reaching this goal:

- Pack sliced carrots, red bell pepper strips, and cherry tomatoes in your lunch.
- Grab an orange or banana on your way out the door each morning.
- Toss blueberries into your oatmeal or on cold cereal.
- Don't "buy" into diet plans that sound too good to be true. They

likely won't keep their promises.

- Do something active every day: walk, bike, swim, hike, or any other activity you love.



Protect Yourself From Identity Theft

(Continued from page 5)

yourself, "Would I give this information to a complete stranger"? That is precisely what you are doing. To many, there is a false sense of security about releasing personal information on-line.

- Do not use one "blanket" user name or password when dealing with organizations on-line. This may provide an easy way for a thief to access bank accounts, credit cards, and numerous other confidential sites.

According to the Federal Trade Commission, if you think your

identity has been stolen, here's what to do:

- Contact the fraud department of any one of three consumer reporting companies to place a fraud alert on your credit report. A fraud alert tells creditors to follow certain procedures before opening any new accounts.
- Close any accounts that you think have been tampered with or opened fraudulently. Use the ID Theft Affidavit at www.ftc.gov when disputing new unauthorized accounts.
- File your complaint with the FTC. You may print a copy of your

complaint to provide important standardized information for your police report.

- File a report with your local police department or with police in the community where the identity theft took place. Give police a copy of your FTC ID Theft complaint form.
- Get a copy of the police report or at least record the police case number.

Even though you cannot totally eliminate the chance of your being a victim of identity theft, you can greatly reduce the chances by following these simple but important suggestions.

Funeral / Bereavement Leave

By Kim Diamond-Smith

Losing a family member can be very difficult for all individuals involved. The State of Utah Department of Human Resource Management has a written bereavement leave rule designed to help reduce stress during this difficult time. Employee's who need time off due to the loss of an immediate family member may receive a maximum of 24 hours of leave per

occurrence. Immediate family members are defined as relatives of the employee or spouse including in-laws, step-relatives, or equivalent relationships such as spouse, parents, siblings, children, and all levels of grandparents. Management shall have the discretion to determine how much time off will be granted for each occurrence.

Bereavement leave is separate

from other types of leave and should not be charged against accrued sick leave or annual leave.

Employees who fill out timesheets on the ESS system should enter bereavement leave into the "Other - Emergency" category. Employees who are not on the ESS system and fill out manual timesheets should use the code OE (Other Emergency) to record bereavement leave.



Spring CPM Program Begins Week of April 9th

The Utah Certified Public Manager Program announces Spring Quarter 2007 which begins the week of April 9th. Class schedules and registration forms are available at www.cpm.utah.gov.

The Utah Certified Public Manager Program increases the professional performance of current and future government managers. Certified Public Manager® is a professional designation granted by nationally accredited programs in state and federal governments. The CPM Program increases the capacity of its participants to lead people, manage work and develop self. The Utah CPM Program is co-sponsored by the Utah Department of Human Resource Management and the Utah System of Higher Education.

Notice to State of Utah Employees: Enrollment is open to individuals receiving authorization from supervisors and may be contingent upon department policies and funding.

On the front cover: Grand Gulch Primitive Area, southeastern Utah (Utah Office of Tourism website www.travel.utah.gov)

We'd love to hear from you. Please submit feedback, suggestions, or ideas for future articles to:
HRNewsletter@utah.gov

DHRM is adding value to the State of Utah by:

- Increasing Customer Service
- Increasing Efficiency
- Decreasing Liability

Department of Human Resource Management
Administrative Office
2120 State Office Building
Salt Lake City, UT 84114
Phone: 801-538-3025
Fax: 801-538-3081

Worklife Elevated

Editor in Chief: Jeff Herring

Production Editors:

Debbie Price

Sarah Tice

Liz Lampe

Sherry Saracino

Worklife Elevated is published bi-monthly.

Capitol Hill Parking Update Spring, Summer and Fall of 2007

Lot A- Employee Lot-Beginning March 1, 2007, Lot A (Northeast corner of the site) will be closed to make new parking accommodations for the future. This will reduce the parking on Capitol Hill by approximately 250 parking stalls. All cars need to be removed from Lot A by February 28. To stay on schedule, construction will begin March 1.

Lot B- This lot will be for the public coming to Capitol Hill for their business needs. Please be aware the UHP will be monitoring and issuing tickets for construction or employee vehicles parked in this lot.

West Entrance & Lot G- Lot G (West of the State Office Building) will be closed until April 15, 2007, for various construction projects that need to be completed. All deliveries need to take place through the east dock.

Underground Plaza Parking- Will be available to assigned users beginning, Monday, March 5, 2007.